

Governance and Compliance Officer (19.5 hours per week)

Main Function

The Governance and Compliance is responsible for a compliance framework that safeguards organisational integrity by understanding and outlining any legal or regulatory obligations that must be met and driving the development of processes that ensure the organisation is covered. He/She helps to create, update and administer policies and procedures for identifying and mitigating risks, establishing controls and working to minimise any negative effects.

Key Responsibilities of post

- Research and provide guidance on compliance matters
- Liaise with Pobal, BAI, Charities Regulator, CRAOL and other stakeholders or other regulatory bodies to keep up to date with all developments within the area
- Actively seeking out suitable training opportunities for staff, volunteers and Board
- Familiarise oneself with all existing policies and ensure that each policy is regularly reviewed and procedures are followed
- Organise training of staff and volunteers in these policies and procedures.
- Troubleshoot in the area of compliance.
- Liaise with Manager regarding the fundamental documentation concerning Claremorris Community Radio.
- Ensure continuous compliance with the Charities Governance Code.
- Ascertain that the policies of Claremorris Community Radio are promulgated and are easily accessible to all members.
- Seek out any advantageous developments and connections which might improve the effectiveness of the station.
- Report regularly to the Board of Directors.
- Ensure the safe keeping of all governance materials.

While all members of staff have individual job descriptions, they are required to collaborate with all other staff. S/he may be expected to work in different locations and to undertake other duties from time to time, including occasional weekend work.

Essential skills required for this post

- A strong working knowledge of governance issues especially in relation to company law, employment law, media law, etc.
- Experience of developing policies
- Ability to communicate and work with a diverse range of individuals and organisations
- Strong verbal and written communication skills and attention to detail.
- Excellent organisational and problem-solving skills
- Ability to work on own initiative and prioritise own work to meet agreed objective
- Ability to work as part of a team